



Golder Ranch Fire District JOB ANNOUNCEMENT



Records Specialist (Pay Grade 30 - Non Exempt)

STARTING RATE: \$19.21/hour + Excellent Benefits Package

Estimated Annual Salary Range \$39,966.68 - \$53,559.18
(paid at an hourly rate of \$19.21 - \$25.75)

Principle Duties and Responsibilities:

- Actively participates in the effective and timely execution of the District's records management program including official and public documents to ensure compliance with State Statutes, records retention and destruction schedules.
- Modernizing records management functions by facilitating the transition of the organization's paper records to electronic records.
- Assists with developing and implementing organization specific records information management (RIM) processes; formulating records and information management policy for the organization and developing plans for policy implementation
- Administering the organizations records information management (RIM) program to align with the organization's business and mission needs.
- Assists with maintaining official district records, including resolutions, policy issue resolutions, Board action reports, agendas and minutes and contracts over \$5,000 in accordance with Arizona Revised Statutes.
- Ensures official actions, resolutions, contracts, bonds and other formal agreements are attested to and countersigned as required.
- Responsible for coordinating with District staff to gather, assemble, make corrections and changes and distribute information for the Board packets.
- Attends meetings and assists with record keeping responsibilities for the District.
- Performs other duties as assigned.

Minimum Qualifications:

- Associates Degree in Business Administration, Public Administration or related from an accredited college or university recognized by the U.S. Department of Education.
- Five (5) years full-time work experience in an administrative support function.
- Must possess and maintain an Arizona Drivers License with good driving record.

Preferred Qualifications:

- Experience working with Document Locator or comparable records information management (RIM) system.
- Public Sector work experience.
- Certified Public Manager (CPM) Certificate, and/or Certified Municipal Clerk
- Ability to speak Spanish.

(*See job description for complete details of this position)

Employment application link and complete job description is available online at www.grfdaz.gov.

Application Deadline: Open until filled, first screening Friday, August 7, 2015 at 4:00 p.m.

Golder Ranch Fire District
Attn: Human Resources
3885 E. Golder Ranch Drive
Tucson, Arizona 85739
Ph: (520) 825-9001

Selection procedure may consist of: Application screening, skills assessment test(s), oral board and Fire Chief's interview(s). Successful candidate will be subject to pre-employment drug screen, motor vehicle, criminal background, and employment reference checks.

Benefits for this position include: Medical, Dental & Life Insurances. Paid Sick Leave (156 hrs/ann), Paid Vacation Leave (104 hrs/ann), 11 Paid Holidays, Employee Assistance Program, participation in Arizona State Retirement System (ASRS), as well as the opportunity to participate in self-funded Supplemental Insurance and 457 Programs.

How to Apply: **Please read and follow the “Golder Ranch Fire District Application Guidelines” (available on District website).** You are required to complete the application process through the ADP website (ADP [Records Specialist](#)) which includes entering all employment application information as well as **submitting the following items which must be combined and submitted as one attachment:**

- 1) Cover letter
- 2) Résumé (*indicating your work history and qualifications by month and year*),
- 3) Photocopy proof of any relevant education or certification documents indicated in “minimum and/or preferred qualifications” sections of this job announcement.
- 4) **Note:** The District will apply civil service preference points for veterans pursuant to ARS 38-491. If applicable, please include copy of DD214.

Tobacco Free Workplace
Golder Ranch Fire District is an Equal Opportunity Employer